GOVERNMENT OF ANDHRAPRADESH
ABSTRACT

Greater Visakhapatnam Municipal Corporation Educational Subordinate Service Rules, 2016 for the posts of all categories of teachers working in the Greater Visakhapatnam Municipal Corporation Schools under the control of Greater Visakhapatnam Municipal Corporation in Andhra Pradesh - Orders- Issued.

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MUNICIPAL ADMINISTRATION&URBAN DEVELOPMENT (D1) DEPARTMENT

G.O.MS.No. 323 Dated: 07-12-2016

Read the following

1. Visakhapatnam Municipal Corporation Act, 1979
2. From the C&DMA, AP, Hyderabad, Lr.Roc.No.20445 /07/J3 Date: 03.10.2009.

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ORDER:

The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 11 read with subsection (1) of section 7 of the Visakhapatnam Municipal Corporation Act, 1979 (Act No. 19 of 1979) and section 139 of Greater Hyderabad Municipal Corporation Act, 1955 (Act No. 2 of 1956) and in partial modification of the Adhoc Rules relating to appointing authorities in Municipal Corporation of Hyderabad issued in G.O. Ms. No. 1368 MA dated 28-12-1981 of Housing, Municipal Administration and Urban Development, the Governor of Andhra Pradesh hereby makes the following rules namely Greater Visakhapatnam Municipal Corporation Educational Subordinate Service Rules, 2016.

RULES

1. Short title

These rules may be called the Greater Visakhapatnam Municipal Corporation Educational Subordinate Service Rules, 2016.

2. Extent

These rules shall be applicable to all categories of teachers (including Headmasters/Headmistresses of Municipal High Schools), working in the Municipal Schools under the control of Greater Visakhapatnam Municipal Corporation.

3. Commencement

These rules shall come into force from the date of publication of the Rules in Andhra Pradesh Gazette.

4. Definitions

As they occur, unless the context otherwise require, the words and expressions used in these rules shall carry the same meaning as defined under the Visakhapatnam Municipal Corporation Act, 1979, Greater Hyderabad Municipal Corporation Act, 1955, The Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982) and Andhra Pradesh State and Subordinate Service Rules, 1996

5. Constitution

The Greater Visakhapatnam Municipal Corporation Educational Subordinate Service shall consist of the following classes and categories of posts namely

Class	Category	Designation
(1)	(2)	(3)
I	1	Headmaster/Headmistress of High School
II	1	School Assistant (Mathematics)
	2	School Assistant (Physical Sciences)
	3	School Assistant (Biological Sciences)
	4	School Assistant (Social Studies)
	5	School Assistant (English)
	6	School Assistant (Telugu)
	7	School Assistant (Hindi)
	8	School Assistant (Urdu)
	9	School Assistant (Oriya)
	10	School Assistant (Tamil)
	11	School Assistant (Kannada)
	12	School Assistant (Sanskrit)
	13	School Assistant (Physical Education)
	14	Headmaster of Primary School (L.F.L)
III	1	Secondary Grade Teacher
	2	Language Pandit (Telugu)
	3	Language Pandit (Hindi)
	4	Language Pandit (Urdu)
	5	Language Pandit (Oriya)
	6	Language Pandit (Tamil)
	7	Language Pandit (Kannada)

Class	Category	Designation
(1)	(2)	(3)
	8	Language Pandit (Sanskrit)
	9	Physical Education Teacher
	10	Art Teacher
	11	Drawing Teacher
	12	Music Teacher
	13	Dance Teacher
	14	Manual Training Instructor(Weaving)
	15	Manual Training Instructor(Carpentry)
	16	Textile, Printing, Tailoring Teacher
	17	Sewing Teacher
	18	Sewing, Tailoring and Needle work Teacher
	19	Drawing and Sewing Teacher
IV	1	Librarian in High School

6. Method of appointment:

The method of appointment and appointing authority for the posts mentioned in column (3) of the table below shall be as specified in corresponding entries in columns (4) and (5) respectively thereof.

Class	Cate-gory	Designation	Method of Appointment	Appointing Authority
(1)	(2)	(3)	(4)	(5)
I	1	Headmaster/ Headmistress of High School	By promotion from categories 1 to 13 of class II except category 14 of class II	Corporation
II	1	School Assistant (Mathematics)	i) By Direct Recruitment to the extent of one-third of vacancies including temporary vacancies ii) By Promotion from categories 1 to 19 of class III to the extent of two-thirds of vacancies including temporary vacancies.	Corporation

Class	Cate-gory	Designation	Method of Appointment	Appointing Authority
	2	School Assistant (Physical Sciences)	Do	
	3	School Assistant (Biological Sciences)	Do	
	4	School Assistant (Social Studies)	Do	
	5	School Assistant (English)	Do	
	6	School Assistant (Telugu)	Do	
	7	School Assistant (Hindi)	Do	
	8	School Assistant (Urdu)	Do	
	9	School Assistant (Oriya)	Do	
	10	School Assistant (Tamil)	Do	
	11	School Assistant (Kannada)	Do	
	12	School Assistant (Sanskrit)	Do	
	13	School Assistant (Physical Education)	Do	
	14	Headmaster of Primary School (LFL)	By promotion from Category 1 of Class III	
III	1	Secondary Grade Teacher	By Direct Recruitment	Standing Committee
	2	Language Pandit (Telugu)	By Direct Recruitment	
	3	Language Pandit (Hindi)	By Direct Recruitment	
	4	Language Pandit (Urdu)	By Direct Recruitment	
	5	Language Pandit (oriya)	By Direct Recruitment	
	6	Language Pandit (Tamil)	By Direct Recruitment	
	7	Language Pandit (Kannada)	By Direct Recruitment	
	8	Language Pandit (Sanskrit)	By Direct Recruitment	
	9	Physical Education Teacher	By Direct Recruitment	
	10	Art Teacher	By Direct Recruitment	
	11	Drawing Teacher	By Direct Recruitment	
	12	Music Teacher	By Direct Recruitment	

Class	Cate-gory	Designation	Method of Appointment	Appointing Authority
	13	Dance Teacher	By Direct Recruitment	
	14	Manual Training Instructor (Weaving)	By Direct Recruitment	
	15	Manual Training Instructor (Carpentry)	By Direct Recruitment	
	16	Textile, Printing, Tailoring Teacher	By Direct Recruitment	
	17	Sewing Teacher	By Direct Recruitment	
	18	Sewing, Tailoring and Needle work Teacher	By Direct Recruitment	
	19	Drawing and Sewing Teacher	By Direct Recruitment	
IV	1	Librarian in High School	By Direct Recruitment	Standing Committee

Note-1

a) Appointment by promotion to category-I of class-I, and category-1 to 14 of class-II shall be made from a panel prepared by a committee consisting of the following members:

i. Mayor
ii. Commissioner
iii. District Educational Officer concerned

b) The date and time of the meeting will be fixed by the Commissioner in consultation with the Mayor. The Mayor shall preside over the meeting . The quorum for the meeting is two members.

Note-2

As per the revised staff pattern of secondary schools prescribed by the Department of School Education vide G.O. Ms. No. 103 Education Dept. dated 5-8-2005, the posts of specialist teachers mentioned in categories 14 to 19 of class III will cease when once the present incumbents working in those posts retire. In the revised staff structure there is a provision to have only one post from one of the categories from 10 to 13 of class III and if the workload is more than 30 periods as against 42 periods in a week there will be a provision for second post which may be one of the categories from 10 to 13 of class III. Sanction of posts from the Government is required in this regard.

Note-3

Whenever a municipality is included in the Corporation, the persons holding the posts in category 1 of class I, category 1 to 14 of class II, category 1 to 19 of class III and category 1 of class IV shall be absorbed in categories and classes equivalent to them in this service.

7. Qualifications

The qualifications prescribed for appointment to the category of posts in column (2) of the table shall be as prescribed in the corresponding entries in column (3) thereof.

Class	Category of Post	Qualifications
(1)	(2)	(3)
I	**1. Headmaster/Headmistress of High School**	Must possess a Bachelor Degree in Arts/Science/ Commerce and its equivalent and B.Ed. degree from the recognized institution / University or the general educational qualification of S.S.C. and five years of further study to acquire a degree and professional qualification i.e. B.Ed., /B.P.Ed.,/ Pandit Training. The School Assistants (Language) who possessed SSC/ SSLC/HSC/HSMPC, Intermediate and later obtained the Bachelor Degree of Oriental Language (BOL) after further studies of 5,4,3 years after SSC/ (SSLC/HSC)/ (HSMPC/, Intermediate) respectively and possessed Pandit Training are eligible for promotion to the post of Headmaster/Headmistress. However, the School Assistants (Language) who possessed Oriental Title and Pandit Training and subsequently acquired lower qualification of SSC/ SSLC/HSC/ HSMPC, Intermediate are not eligible for promotion to the post of Headmaster/Headmistress.
II	**1. School Assistant (Mathematics)**	Must possess a Bachelor Degree with Mathematics as the main subject OR one of the three equal optional subjects and a B.Ed degree with Mathematics as a methodology subject
	2. School Assistant (Physical Science)	Must possess a Bachelor Degree with Physics and Chemistry/ Physical Chemistry/Applied Chemistry as two optional subjects or either Physics or Chemistry as main subject and the other one as ancillary /subsidiary subject and B.Ed. degree with Physical Science /

Class	Category of Post	Qualifications
(1)	(2)	(3)
		Physics / Chemistry as a methodology subject
	3. School Assistant (Biological Science)	Must possess a Bachelor Degree with Botany and Zoology as optional subjects or one of the two as main and the other as subsidiary subject and B.Ed. Degree with Biological Science / Natural Science /Botany / Zoology as a methodology subject
	4. School Assistant (Social Studies)	Must possess a Bachelor Degree with any two of the following subjects as optional subjects or one of them as a main and other one as a subsidiary subject. (i)History (ii) Economics (iii) Geography (iv) Political Science (v) Public Administration (vi) Sociology **or** B.Com. with another degree or Post Graduation **and** a B.Ed. Degree with Social Studies / Social Science / Geography/ History / as a methodology subject
	5. School Assistant (English)	A Bachelor Degree with English as a main subject or one of the three equal optional subjects or a Post Graduate Degree in English and a B.Ed Degree with English as a methodology subject ***/*** Post Graduate certificate in Teaching of English / Post Graduate Diploma in Teaching of English subject from the a recognized institution/University
	6. School Assistant (Telugu)	Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G .Degree in Telugu or Bachelor of Oriental Title in Telugu (B.O.L) or its equivalent and B.Ed with Telugu as one of the methodology subjects or Telugu Pandit Training or its equivalent from the recognized institution /University

Class	Category of Post	Qualifications
(1)	(2)	(3)
	7. School Assistant (Hindi)	Must possess Bachelor degree with Hindi as one of three equal optional subjects or Bachelor degree in Oriental Language in Hindi (B.O.L) or Post Graduate degree in Hindi or any other equivalent recognized qualification in Hindi of BA degree standard as mentioned in Annexure-I and the Training qualification as mentioned in Annexure-II
	8. School Assistant (Urdu)	Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a Post Graduate Degree in Urdu or Bachelor degree in Oriental Title in Urdu (B.O.L) or its equivalent and B.Ed. with Urdu as methodology or Urdu Pandit Training or equivalent
	9. School Assistant (Oriya)	Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a Post Graduate Degree in Oriya or Bachelor degree in Oriental Title in Oriya (B.O.L) or its equivalent and B.Ed. with Oriya as methodology or Oriya Pandit Training or its equivalent
	10. School Assistant (Tamil)	Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a Post Graduate Degree in Tamil or Bachelor degree in Oriental Title in Tamil (B.O.L) or its equivalent and B.Ed. with Tamil as methodology or Tamil Pandit Training or its equivalent
	11. School Assistant (Kannada)	Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a Post Graduate Degree in Kannada or Bachelor degree in Oriental Title in Kannada (B.O.L) or its equivalent and B.Ed. with Kannada as methodology or Kannada Pandit training or its equivalent

Class	Category of Post	Qualifications
(1)	(2)	(3)
	12. School Assistant (Sanskrit)	Must possess a Bachelor Degree with Sanskrit as the main subject or one of the three equal optional subjects or Bachelor degree in Oriental Language with Sanskrit (B.O.L.) of a university or its equivalent or Post Graduate in Sanskrit and B.Ed., with Sanskrit as methodology or Sanskrit Pandit Training or its equivalent
	13. School Assistant (Physical Education)	Must possess a Bachelor Degree in Arts/ Science/Commerce and a Bachelor Degree in Physical Education from a recognized Institution /University or its equivalent or M.P.Ed.,
	14. Headmaster of Primary School: (LFL)	Must pass atleast Intermediate Examination conducted by the Board of Intermediate Education of A.P. **or its equivalent** and Diploma in Education conducted by the Director of Government Examination. A.P. **or its equivalent** **Or** **Must possess a Bachelor Degree and a B.Ed. degree**
III	**1. Secondary Grade Teacher**	Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh **or its equivalent** and Diploma in Education (D.Ed.). Certificate issued by the Director of Government Examinations, Andhra Pradesh **or its equivalent**. Or **Must possess a Bachelor Degree and a B.Ed. degree**
	2. Language Pandit (Telugu)	Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or Post Graduate Degree in Telugu or Bachelor degree of Oriental Title (B.O.L) in Telugu or its equivalent and B.Ed with Telugu as methodology subject or Telugu Pandit Training or its equivalent from the recognized institution /University

Class	Category of Post	Qualifications
(1)	(2)	(3)
	3. Language Pandit (Hindi)	Must possess a Bachelor degree with Hindi as main subject or one of the three equal optional subjects or Bachelor degree in Oriental Language in Hindi (B.O.L) or any other equivalent recognized qualification in Hindi of BA degree standard as mentioned in Annexure-III or Post Graduate degree in Hindi from recognized university or institution and any one of the Training qualifications as mentioned in Annexure-IV
	4. Language Pandit (Urdu)	Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a Post Graduate Degree in Urdu or Bachelor degree in Oriental Title in Urdu (B.O.L) or its equivalent and B.Ed with Urdu as methodology or Urdu Pandit Training or its equivalent
	5. Language Pandit (Oriya)	Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a Post Graduate Degree in Oriya or Bachelor degree in Oriental Title in Oriya (B.O.L) or its equivalent and B.Ed with Oriya as methodology or Oriya Pandit Training or its equivalent.
	6. Language Pandit (Tamil)	Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a Post Graduate Degree in Tamil or Bachelor degree in Oriental Title in Tamil (B.O.L) or its equivalent and B.Ed with Tamil as methodology or Tamil Pandit Training or its equivalent
	7. Language Pandit (Kannada)	Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a Post Graduate Degree in Kannada or Bachelor degree in Oriental Title in Kannada

Class	Category of Post	Qualifications
(1)	(2)	(3)
		(B.O.L) or its equivalent and B.Ed with Kannada as methodology or Kannada Pandit Training or its equivalent
	8. Language Pandit (Sanskrit)	Must possess a Bachelor Degree with Sanskrit as the main subject or one of the three equal optional subjects or Bachelor degree in Oriental Language with Sanskrit from any recognized university or its equivalent or Post Graduation in Sanskrit and B.Ed., with Sanskrit as methodology or Sanskrit Pandit Training or its equivalent
	9. Physical Educational Teacher	Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh and an "Under Graduate Diploma in Physical Education" (UGDPED) **OR** Must possess a Bachelor Degree and B.P.Ed. Degree /UGDPED.
	10. Art Teacher	Must have passed X class or its equivalent examination. Must possess a diploma or a Certificate in Drawing, Commercial Art, Fine Arts and Architecture or a certificate in higher grade drawing and a technical teacher training certificate issued by the Director of Government examinations, Government of Andhra Pradesh.
	11. Drawing Teacher	Must have passed X class or its equivalent Examination. Must possess a diploma or a certificate in painting/drawing, sculpture or commercial art, Fine Arts and Architecture and a technical teacher training certificate issued by the Director of Government examinations, Government of Andhra Pradesh
	12. Music Teacher	Must have passed X class or its equivalent examination. Must possess a Diploma in Carnatic Vocal Music from

Class	Category of Post	Qualifications
(1)	(2)	(3)
		the Government College of Music or from a recognized or reputed Institution and a technical teacher certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	13. Dance Teacher	Must have passed X class or its equivalent examination. Must possess a Diploma in Kuchipudi or Bharathanatyam from a recognized or reputed Institution and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh.
	14. Manual Training Instructor (Weaving)	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	15. Manual Training Instructor (Carpentry)	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	16. Textile, Printing and Tailoring Teacher	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government examinations, Government of Andhra Pradesh
	17. Sewing Teacher	Must have passed X class or its

Class	Category of Post	Qualifications
(1)	(2)	(3)
		equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	18. Sewing and Tailoring & Needle work Teacher	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	19. Drawing and Sewing Teacher	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
IV	**1. Librarian**	Must have passed Intermediate examination or any equivalent examination and must hold a certificate in Library Science issued by the Director of Government Examinations, Government of Andhra Pradesh or issued by a recognized Institution or its equivalent.

Note- 1

The qualifications prescribed for categories 1 to 13 of class II mentioned in column (3) of the table shall apply for both methods of appointment, i.e. direct recruitment and promotion

Note- 2

Candidates with higher qualifications are also eligible for appointment, provided he/she studied the required subjects for the posts at Bachelor degree level and fulfil all other requirements such as medium of instruction / 1st language etc., prescribed

Note-3

Candidates who have got the qualifications of Special D.Ed. / Special B.Ed. are also eligible, for the posts of Secondary Grade Teacher / School Assistants in general schools in addition to Special Schools, provided they have got academic qualifications prescribed for the posts.

Note- 4

As per National Council for Teacher Education Norms, the D.Ed. candidates are alone eligible for the post Secondary Grade Teachers

8. Conditions for Appointment

(1) Recruitment by transfer among different categories in a class is not permissible.

(2) Wherever the method of appointment to any post in this service is both by direct recruitment and appointment by promotion, one third of the total number of vacancies including temporary vacancies arising or existing at any point of time in any category shall be filled by direct recruitment. Out of every three vacancies that arise in any category, the second vacancy shall be filled by direct recruitment.

(3) For the purpose of preparation of common seniority list for promotion, the seniority shall be determined with reference to the date of regular appointment.

(4) The combined seniority of categories 1 to 13 of class II under the control of Municipal Corporation shall be prepared with reference to their date of regular appointment while considering for promotion to the posts of Headmaster/Headmistress.

(5) The combined seniority of categories 1 to 19 of Class III under the control of Municipal Corporation shall be prepared with reference to their date of regular appointment while considering for promotion to the posts of School Assistant.

(6) The candidates who have passed SSC examination in the concerned medium or with the concerned language as First language are eligible for appointment to the posts in the concerned medium. The candidates who have passed the examination of Higher Standards, i.e. Intermediate or Graduation with concerned language as one of the languages or in the medium concerned are also eligible for appointment to the posts in that medium. For example, out of the two

languages in Intermediate or Graduation, one must be Telugu to become eligible for the posts in Telugu medium.

(7) Every teacher employed in Greater Visakhapatnam Municipal Schools for the deaf or blind shall, in addition to the academic qualification prescribed in the table, possess Government certificate of competency and Junior diploma in teaching the blind or deaf, as the case may be or a higher qualification

Provided that the graduate and the non-graduate teachers who are blind or deaf and have undergone the training course in education for the blind or deaf and passed the examination shall be deemed to possess the qualifications prescribed for the post of teachers in the schools for the blind or deaf.

(8) Government orders issued from time to time in connection with the method of appointment and the authorities competent to make appointments are applicable.

9. Direct Recruitment

The procedure for recruitment to vacant posts in various categories of teachers meant for direct recruitment shall be as per the procedure prescribed by the Government from time to time.

10. Rule of Reservation in Appointments

(1) The rule of special representation under General Rule 22 of the Andhra Pradesh State and Subordinate Service Rules, 1996 as amended from time to time shall apply to the appointment by Direct Recruitment to any post in the service.

(2) In the matter of direct recruitment to any category of any class in the service, one third of posts in each category of OC, BC-A ,BC-B ,BC-C, BC-D,BC-E, SC, ST, Physically Challenged and Ex-servicemen personnel shall be reserved for women.

(3) Appointment in institutions specially provided for women:

(a) Women alone shall be appointed to the posts in the institutions specially provided for them.

(b) A vacancy in a category in an institution specially provided for women shall be filled by transfer of a woman member of the same category employed in any institution not specially provided for women within the unit of appointment. When such transfer is not possible, woman may be appointed by any method admissible under Rule 6 but she shall not acquire by reason only of such appointment any right in the matter of seniority or full membership in the category for promotion to a higher category until she gets her due turn.

(4) The rule of special representation in favour of S.Cs. and S.Ts under General Rule 22 (2) (a) (i) of A.P. State and Subordinate Service Rules, 1996 as

amended from time to time shall apply in respect of promotions to the posts of the Headmaster/Headmistress and the School Assistant.

11. Tests

(1) Every person appointed to the post of Head master/Headmistress of High School by the method specified in column (1) of the table below should have passed the tests laid down in column (2) subject to the condition in column (3).

Method of Appointment	Tests	Conditions
1	2	3
By promotion from category 1 to 13 of class II	i) Departmental Test for Gazetted Officers of the Education Department. ii) Accounts Test for Executive Officers. iii) Special Language test for the officers of the Education Department in Telugu of Higher Standard. (iv) Special Language Test for the officers of the Education Department in Hindi/Urdu of Lower Standard.	Should have passed at the time of appointment

(2) Where a test of a Language of higher standard is prescribed, a person shall be exempted from passing the test if he/she has passed the language as one of the two language subjects in Intermediate Examination or its equivalent or in higher degree. Where a test of a language of lower standard is prescribed, a person shall be exempted from passing the test if he/she has passed the Language as a subject in SSC Examination or its equivalent or in higher degree.

(3) All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by him/her. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service. This exemption shall be given only once in the entire service.

(4) All persons who have completed 50 years of age on the date of appointment to any post shall be exempted from passing the tests prescribed in column (2) of the above table.

(5) The persons who passed Account test for Headmasters of High Schools conducted by the Director of Government Examinations, Andhra Pradesh, will be considered for inclusion in the panel of Headmasters /Headmistresses of High Schools for a period of 3 years from the date of issue of these rules, if they are otherwise qualified and eligible for appointment by promotion to the post of the Headmaster /Headmistress of a High School.

12. Age

No person shall be eligible for appointment by direct recruitment to any post in this service unless he/she is more than 18 years of age and less than 33 years of age as on the first day of July of the year in which the notification for recruitment is made. Concessions of age extended by Government from time to time to BC, SC, and ST and other categories are applicable to any post to be filled up by direct recruitment.

13. Minimum Service

No person shall be eligible for promotion to any post in the service unless he/she has put in not less than three years of service in the category/class from which promotion is to be made.

14. Probation

(1) Every person appointed by Direct Recruitment to any post in service will be on probation for a total period of two years on duty within a continuous period of three years from the date on which he commences probation.

(2) Every person appointed by promotion to any of the posts in this service will be on probation for a total period of one year on duty within a continuous period of two years from the date on which he commences probation.

15. Unit of Appointment and Transfer:

For the purpose of recruitment, appointment, seniority, discharge for want of vacancy, promotion, transfer and reappointment, the unit of appointment shall be as specified in the table.

Class	Category	Unit of appointment and Transfer
I	1	Greater Visakhapatnam Municipal Corporation
II	1 to 14	Greater Visakhapatnam Municipal Corporation
III	1 to 19	Greater Visakhapatnam Municipal Corporation
IV	1	Greater Visakhapatnam Municipal Corporation

16. Promotions

(1) For the purpose of promotion, the posts of Headmaster / Headmistress in Greater Visakhapatnam Municipal Corporation High Schools shall be treated as *selection posts* and promotion to these posts shall be made by the appointing authority from the panel of the candidates prepared by the Committee constituted under Rule 6 on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(2) For the purpose of promotion, the posts of School Assistants in Greater Visakhapatnam Municipal Corporation Schools shall be treated as *non-selection posts* and promotion to these posts shall be made from the list of eligible candidates from the feeder categories in accordance with seniority unless. Such promotion of a member has been withheld as a penalty

17. Temporary Appointment

(1) Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on a temporary basis, until a person is appointed in accordance with the rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)

(3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category, or seniority.

18. Seniority

The seniority of the members of the service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules 1996.

19. Postings and Transfers

The members working in classes I to IV are liable for transfer within the Greater Visakhapatnam Municipal Corporation. The authority competent to order postings or transfers within the Greater Visakhapatnam Municipal Corporation is the Commissioner.

20. Conditions of Service

In matters not covered by these rules, the members of the service shall be governed by all the rules applicable to government servants

21. Pay and allowances

A member of the service shall draw pay and all allowances admissible as per the orders of the Government issued from time to time.

22. Leave

The Commissioner, Greater Visakhapatnam Municipal Corporation is competent to sanction all kinds of leaves to the members of the service.

23. Leave Salary

Leave salary of the members of the service shall be paid as per the orders of the Government issued from time to time.

24. Loans and Advances

The Commissioner, Greater Visakhapatnam Municipal Corporation is competent to sanction loans and advances to the members of service as per rules applicable to government servants.

25. Discipline and Control

(1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder.

(2) The Commissioner, Greater Visakhapatnam Municipal Corporation may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of law or impose the following penalties:

a) Censure
b) Withholding of increment, and
c) Recovery from pay of the whole or a part of any pecuniary loss caused to the Corporation by negligence or breach of orders while working in the Corporation:

Provided that -

a) The period of suspension shall not exceed six months.

b) The appointing authority concerned shall also have the power to place a member of Service under suspension pending inquiry into grave charges or impose the said penalties

(3) The authority, which may impose the following penalties on a member of this service, shall be the appointing authority concerned.

a) Suspension.
b) Reduction to lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
c) Withholding of increments/promotion.
d) Compulsory retirement from service.
e) Removal from service

f) Dismissal from service.

(4) An appeal against any order passed by the Commissioner, Greater Visakhapatnam Municipal Corporation in respect of all categories in classes I to IV shall lie to the appointing authority.

(5) An appeal against any order passed by the Standing Committee in respect of all categories in classes III and IV shall lie to the Corporation.

(6) An appeal against any order passed by the Corporation in respect of all categories in classes I and II shall lie to the Government.

(7) An appeal has to be filed within three months. The period of three months is reckoned from the date of receipt by the member of this service of the order imposing the penalty.

26. Conduct

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to government servants as amended from time to time shall be applicable to the members of this service.

27. Pension

(1) The existing Greater Visakhapatnam Municipal Corporation teachers appointed before 1-9-2004 and who are promoted to this service shall be paid pension as per the orders issued by the Government from time to time.

(2) The existing Greater Visakhapatnam Municipal Corporation teachers appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O. Ms No.653 Finance (Pension - I) Department dated 22-9-2004.

(3) In respect of officers drawn on deputation, the concerned department shall pay the pension, as applicable in their parent department and pensionary contribution as applicable shall be paid by the Corporation to the concerned department.

28. Repeal

Any other service rules applicable to various categories referred in these rules are repealed.

29. General

Nothing in these rules shall adversely affect the interests of any person who was appointed prior to the commencement of these rules according to the provisions of the rules then in force.

30. Interpretation

If any question arises relating to the interpretation of these rules, the matter shall be referred to government and decision of the Government thereon shall be final.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner and director of Printing & Stationary, AP, Hyderabad
(with a request to publish and supply (1000) copies to Government).
The Director of Municipal Administration, A.P. Guntur
The Commissioner, Greater Visakhapatnam Municipal Corporation.
Copy to
All the Regional Director Municipal Administration
All the Municipal Commissioners in the State.
The General Administration(Services/SPF&MC) Department
The School Education(Services-II) Department
The Finance Department
The Law Department
SC/SF.

//FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE - I
ACADEMIC QUALIFICATIONS

Sl.No	Course Title	Institution
1	Madhyama	Hindi Sahitya Sammelan(Visarada), Allahabad
2	Ratna	Rashtrabhasha Prachar Samiti, Warda
3	Praveen	Dakshina Bharatha Hindi Prachar Sabha,Madras
4	Sahityalankar	Hindi Vidyapeet,Deoghar
5	Pandit	Maharastra Bhasha Sabha,Poona
6	Vidwan	Hindi Prachar Sabha,Hyderabad
7	Sevak	Gujarat Vidyappeth,Ahmadabad
8	Visharad Diploma	Dakshina Bharatha Hindi Prachar Sabha,Madras
9	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahabad
10	Vidwan	Madras University
11	Bhasha Praveena Title(Hindi)	Andhra University
12	Sahitya Bhushan	Hindi Vidyapeet Deoghar
13	Sastry Degree	Sri Kasi Vidyapeet,Benaras
14	Hindi Kovid degree	Sri Kasi Vidyapeet,Benaras
15	Bharatiya Hindi Parangat Diploma	Akhila Bharateeya Hindi parishad, Agra
16	Hindi Bhushan Diploma	Hindi Prachar Sabha ,Hyderabad
17	B.A. with Hindi as one of the elective/optional subjects Or Bachelor degree in oriental language in Hindi	Any University/Institution recognized by UGC/NCTE

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE - II

TRAINING QUALIFICATIONS:

Sl.No	Course Title	Institution
1	B.Ed (Hindi medium)	Dakshina Bharatha Hindi Prachar Sabha,Hyderabad
2	Pracharak Degree and Bachelor of Education	Dakshina Bharath Hindi Prachar Sabha,Madras
3	Pracharak (including Praveena) Diploma	Dakshina Bharath Hindi Prachar Sabha,Madras
4	Pracharak Diploma	Hindustani Prachar Sabha,Wardha
5	Sikshana Kala Praveena Diploma	Akhila Bharateeya Hindi parishad ,Agra
6	Hindi Shikshak(Includ-ing Hindi Vidwan Diploma)	Hindi Prachar Sabha ,Hyderabad
7	Pandits Training Certificate	Commissioner for Government Examinations, Government of Andhra Pradesh
8	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshanak
9	B.Ed.with Hindi as methodology	Any University/institution recognized by UGC/NCTE

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE – III
ACADEMIC QUALIFICATIONS

Sl.No	Course Titles	Institution
1	Madhyama	Hindi Sahitya Sammelan(Visarada)Allahabad
2	Ratna	Rashtrabhasha Prachar Samiti,Warda
3	Praveen	Dakshina Bharath Hindi Prachar Sabha,Madras
4	Sahityalankar	Hindi Vidyapeet, Deoghar
5	Pandit	Maharastra Bhasha Sabha,Poona
6	Vidwan	Hindi Prachar Sabha,Hyderabad
7	Sevak	Gujarat Vidyapeeth,Ahmedabad
8	Visharad	Dakshina Bharath Hindi Prachar Sabha,Madras
9	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahabad
10	Vidwan	Madras University
11	Bhasha Praveena Title(Hindi)	Andhra University
12	Sahitya Bhushan	Hindi Vidyapeet Deoghar
13	Sastry Degree	Sri Kasi Vidyapeet,Benaras
14	Hindi Kovid degree	Sri Kasi Vidyapeet,Benaras
15	Bharatiya Hindi Parangat Diploma	Akhila Bharateeya Hindi Parishad, Agra
16	Hindi Bhushan Diploma	Hindi Prachar Sabha , Hyderabad
17	B.A. with Hindi as one of the elective/ optional subjects Or Bachelor degree in oriental language in Hindi	Any University/Institution recognized by UGC/NCTE

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE - IV
TRAINING QUALIFICATIONS

Sl.No	Course Title	Institution
1	B.Ed (Hindi medium)	Dakshina Bharatha Hindi Prachar Sabha,Hyderabad
2	Pracharak Degree and Bachelor of Education	Dakshina Bharath Hindi Prachar Sabha,Madras
3	Pracharak (including Praveena) Diploma	Dakshina Bharath Hindi Prachar Sabha,Madras
4	Pracharak Diploma	Hindustani Prachar Sabha,Wardha
5	Sikshana Kala Praveena Diploma	Akhila Bharateeya Hindi Parishad ,Agra
6	Hindi Shikshak (Including Hindi Vidwan Diploma)	Hindi Prachar Sabha ,Hyderabad
7	Pandits Training Certificate	Commissioner for Government Examination
8	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshanak
9	B.Ed.with Hindi as methodology	Any University/institution recognized by UGC/NCTE

R.KARIKAL VALAVEN
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